



## **Non-Civil Service Assistant Commissioner of Aging and CARE Services**

The Baltimore City Health Department (BCHD) seeks an Assistant Commissioner for Aging and CARE Services.

Founded in 1793, the BCHD is the oldest health department in the country, with 1,000 employees and an annual budget \$130million that aims to promote health and improve well-being through education, policy/advocacy, and direct service delivery. BCHD's wide-ranging responsibilities include maternal and child health, youth wellness, school health, senior services, animal control, restaurant inspections, emergency preparedness, STI/HIV treatment, and acute and chronic disease prevention.

Under the direction of the Deputy Commissioner of Aging and CARE Services, the successful applicant will be responsible for managing and organizing staff activities, including administering programs that advocate for and deliver services to the older adult population in the City of Baltimore. The Assistant Commissioner is also responsible for providing complex administrative support to the Deputy Commissioner of Aging.

This is a unique opportunity to be part of a team of dedicated public servants committed to having an immediate and lasting impact on their community.

### **Essential functions include:**

- Insuring adherence to Federal and State legal provisions and the standardization and enforcement of related procedures throughout the Division of Aging; including fiscal management of all grants and third party billing;
- Overseeing management staff of Advocacy, Adult Geriatric Health Services, Client Services, and Community Services;
- Assisting in policy development, coordinating, executing, and interpreting existing policies;
- Providing vision and leadership for service programs of the Division of Aging including development of organizational systems and structures;
- Modeling effective work behavior; creating an environment where innovation can occur; building consensus and engaging in team building;
- Perform other related duties as assigned.

### **Successful candidates should have:**

- Operational characteristics, services and activities of a comprehensive human services division;

- Excellent written and verbal communication skills;
- Ability to identify problem areas and recommend appropriate solutions based on logical consideration of alternatives;
- Knowledge of complex principles and practices of program development, administration and budget preparation;
- Interest in serving older adults and adults with disabilities;
- Supervision, training and performance evaluation experience;
- Understanding of regulatory and legislative environment concerning older adults;
- Ability to work effectively with members of city government, for-profit and non-profit organizations, community leaders, and constituents.

**Qualifications:**

- Master's Degree from an accredited college or university in Public Health, Gerontology, Social Work, Business Management, Public Administration, or related field;
- At least five (5) years of supervisory experience, in addition to experience managing grants and familiarity with Older American Act funded programs or an equivalent combination of education and experience;
- Experience in working within a Governmental entity is preferred.

Salary offer will be commensurate with experience. An excellent fringe benefit package accompanies the salary.

Interested candidates should submit a cover letter and resume to:

Baltimore City Health Department  
 Division of Aging and CARE Services  
 417 E. Fayette Street, 6<sup>th</sup> floor  
 Baltimore, Maryland 21202  
[Victoria.Russell@baltimorecity.gov](mailto:Victoria.Russell@baltimorecity.gov)

**Baltimore City Government is an Equal Opportunity Employer**